

**DETERMINATION AND FINDINGS  
FOR A  
SOLE SOURCE EXTENSION OF CONTRACT**

**EXPIRING CONTRACT NO.:** CW15690  
**CAPTION:** Vehicle Leasing – Aggregate Groups I and III  
**PROPOSED CONTRACTOR:** Advantage Leasing Associates, LLC  
**PROGRAM AGENCY:** Department of Public Works

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.2(b)

**2. MINIMUM NEED:**

The Office of Contracting and Procurement on behalf of the Department of Public Works (DPW) has an immediate need for an extension to Contract No. CW15690 with the current contractor, Advantage Leasing Associates, LLC, to allow the return of the leased vehicles under Aggregate Groups I and III.

**3. ESTIMATED REASONABLE COST:**

The estimated cost for the extension period, January 13, 2019 through April 12, 2019 is \$300,000.00. The cost shall cover the lease of the remaining vehicles and for vehicle damages.

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

DPW is requesting a contract extension to provide the necessary vehicle leasing under Aggregate Groups I and III consisting of various types of sedan and pickup truck:

- A. Contract no. CW15690 with Advantage Leasing Associates, LLC DBA Admiral Leasing has been extended through January 12, 2019.
- B. The execution of this sole source extension of a contract will allow the District agencies to return the leased vehicles to DPW – Fleet Management Administration for processing before turning over the vehicles to the contractor.
- C. The District did not conduct any market survey for this extension because the District is not placing any new order during the extension period.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Christopher Shorter  
Director  
Department of Public Works

**6. CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source extension of contract as a method of procurement under the cited authority. I certify that the notice of intent to award a sole source extension of contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source extension of a contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Courtney B. Lattimore  
Chief Contracting Officer  
Office of Contracting and Procurement

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2—354-03). Accordingly, I determine that the District is justified in using the sole source extension of contract as a method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
George A. Schutter, III  
Chief Procurement Officer  
Office of Contracting and Procurement